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ILLEGIB

21 April 1969

**ADDENDUM to Memo re Administrative Authorities - Task Force Proposal #8**

Upon your approval of the recommendation contained in paragraph 5, the Office of Personnel will draft a revision of the contents of present regulation which will incorporate the following, agreed-to, points:

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**(1) Definition of Home Leave Point; includes**

- a) Permanent Place of Residence (or record)
- b) Headquarters
- c) Other locations in which children, parents, parents-in-law, brothers, sisters or brothers- and sisters-in-law reside.
- d) In unusual situations, other locations requested in writing for approval.

**(2) Establish the criteria for approval of other requested locations:**

- a) State Voting Registration
- b) Property Ownership
- c) Places where taxes are paid

**(3) Establish procedures for Designation and Approval of Home Leave Point(s):**

- a) Designations/redesignations to be made at time of overseas processing.
- b) Designations/redesignations to require concurrence of the Deputy Director concerned or his designee. It is contemplated that the regulation revision will limit the requirement for Director of Personnel approval to those designations/redesignations per paragraph (1) d) above - i.e., "In unusual situations, other locations requested in writing for approval."
- c) Establish the approval/control document for recording and processing designations/redesignations.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

DRAFT

*14 Feb. 61*

PROPOSAL 8 :

CLARIFY HOME LEAVE POINTS.

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Present Regulation [REDACTED]: Home Leave point means the place within the U. S. or its territories or possessions, designated by the employee for that purpose, provided:

(1) Initial designation shall be a place at which the employee or spouse, or their children or parents have previously established permanent social and community ties by reason of residence, or in unusual situations, any other point approved by the Director of Personnel.

(2) Redesignation shall be in accordance with subparagraph 3(n)(1) above, but subject to justification approved by the Director of Personnel.

Committee Recommendation: Define Home Leave designated points to include:

Permanent Place of Residence (of record)

Headquarters

Other locations in which children, parents, parents-in-law, brothers, sisters or brothers and sisters-in-law reside.

*In unusual situations* Other locations requested in writing for approval.

These designations could be made at time the Overseas Agreement is executed.

Staff Comments: The liberalization of the benefit can be equitable to

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both the Government and the employee if properly prescribed and administered.

Staff Recommendation: Adopt the Committee proposal.

The enlargement of the circle of relatives to include brothers, sisters, brothers and sisters-in-law and other close relatives is realistic. Family membership and ties change with the passage of time.

Include in the regs definite criteria as basis for approval of other requested locations, e.g. the criteria for "permanent place of residence" (Proposal 4) are pertinent:

State Voting Registration,

Property Ownership,

Places Where Taxes have been paid.

Designation and redesignations of Home Leave Points should require the concurrence of the Deputy Director concerned or his designee prior to approval by the Director of Personnel.

Suggest consideration of the Residence and Dependency report as the mechanism for these designations - both Proposals 4 and 8. Some change in processing of these forms would be necessary in order to ensure the required concurrence and approval at the time the designations are made.

Per/darry:

If DDIP says No - OP should be aware.

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